

MASSACHUSETTS NATIONAL GUARD
EMPLOYMENT OPPORTUNITY THROUGH MILITARY PERSONNEL SERVICES CORPORATION

NUMBER: 05-02A

26 October 2004

For further information contact:
Human Resources Office
50 Maple Street
Milford, MA 01757-3604

(508) 233-6642/6632 (DSN) 256-6642/6632

SERVICE: Massachusetts National Guard
APPLICATIONS ACCEPTED UNTIL: 23 November 2004
EMPLOYMENT LOCATION: Wellesley, MA 02481
TELEPHONE CONTACT: Ms. Maureen Serrecchia, 888-301-3103
ext 7222

WHO MAY APPLY: This opportunity is open to all interested people who possess the minimum qualifications.

This position is funded through a contract by National Guard Bureau and the selected individual will be employed by Military Personnel Services Corporation.



The Massachusetts National Guard is seeking a Family Readiness Assistant (civilian contract position) which will function under the direction of the State Family Program Director in providing family readiness management support, training, and assistance to National Guard Unit Commanders, Rear Detachment Commanders (RDCs), and Volunteer Family Readiness Group (FRG) Leaders. The intent of this position is to maintain stability on the home front and ensure mission success.

Major Duties include:

- 1) Facilitate awareness of the MA NG Family Program Network
- 2) Support Command and FRG volunteers in establishing successful unit family networks
- 3) Conduct Family Readiness Training for Unit Cdrs, RDCs and Military POCs
- 4) Conduct the recruitment, training, and recognition of volunteer FRG leaders
- 5) Establish and maintain a database for the State Family Program Office to include all unit and FRG information
- 6) Ensure the responsiveness of established community resources
- 7) This position does require travel
- 8) Other duties related to the accomplishment of the Command and Family Readiness Mission

Salary Range: 35K – 40K

Minimum Qualifications

Military and/or Family Readiness Experience Required
Presentation Skills Required
Good Writing Skill Required
Bachelors Degree Desirable
Valid State Drivers License Required
Word, Excel, PowerPoint Required

Benefits include:

10 paid vacation days
10 paid holidays
10 paid sick days
60% health & dental paid by company
Company 401k match of up to 3% of salary

READ: Send electronic resumes to staffing@ma.ngb.army.mil NLT 12 November 2004

AMENDED TO READ: Send electronic resumes to staffing@ma.ngb.army.mil NLT 23 November 2004.

THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

As a minimum, resumes should contain the following information:

- A. The announcement number (05-02) of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete, and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. It is illegal to mail applications at government expense.

SUBMIT PAPER RESUMES TO:

JFHQ- MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604

SUBMIT ELECTRONIC RESUMES TO:

staffing@ma.ngb.army.mil

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application. Resumes will be evaluated against the candidates experience and/or training related to the major duties and minimum qualifications for the position. After a review of written application, selected personnel may be interviewed.
- B. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6757 or DSN 256-6642/6757
- C. Applicants must possess or be eligible for the appropriate level Security Clearance.
- D. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- E. RELOCATION EXPENSES NOT AUTHORIZED

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